



**MAHARASHTRA STATE POWER GENERATION CO. LTD.**  
**(A GOVT. OF MAHARASHTRA UNDERTAKING)**

CIN: U40100MH2005SGC153648)

PHONE NO: 022 24077441  
E mail: gmhr@mahagenco.in:

Human Resource Department  
2<sup>nd</sup> Floor, Prakashgad, Bandra East, Mumbai

No. GM(HR)/TRG/Koradi/Depttl. Exam/Timetable/

Date: **29 OCT 2018**

**No 12546**

**CIRCULAR**

**Sub: Time-table of Lower GAD (HR) Departmental Examination scheduled on 15<sup>th</sup> December 2018 and Invitation of application forms for enrollment of Dept. Examination.**

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Applications are invited from the eligible employee who intends to appear Lower GAD examination. The Examination will be held at Koradi Training Centre, Koradi, MSPGCL.

The Time-table of Lower GAD (HR) departmental examination is given as below.

SR. NO.	Name of Examination	Date of Exam	Due Date for submission of application
1	Mahagenco HR 1 Lower GAD Exam	15.12.2018	17.11.2018

The detailed subject wise/topic wise time table and prescribed application form is also appended herewith. The same is available on website [www.mahagenco.in](http://www.mahagenco.in). If any emergency changes occurred in programme, schedule will be intimated accordingly.

**Lower GAD Examination**

Date of Exam	Time of Exam.	Subject/topic
15.12.2018	14.00 to 17.00	GAD Matters, Store Matters, Commercial Matter, (With books) (100 Marks)

The employees who intends to appear to respective examination should submit their applications in their own hand writing in the prescribed form, which is available on website of [www.mahagenco.in](http://www.mahagenco.in) below to this letter

- Each and every column of the application form should be filled in neatly and properly. No column should be left blank.
- Applicant should write his full name and C.P.F. Account no. on the application form.
- The applicant should mention all details of the attempted examination i.e. Exam. No., Seat/Roll No., of the examination in the application form.
- Applicant should take care that their applications are received in this office on or before the date 17.11.2018 The Applicant should compulsory send scanned and duly filled application and the attached documents to the mail id [ktcmahagenco@gmail.com](mailto:ktcmahagenco@gmail.com) and get the confirmation of the receipt of mail with Exam Cell without fail.
- Address for sending application:-The Chief Engineer, Koradi Training Centre, Koradi TPS Premises, Mahagenco, Koradi, Dist.Nagpur -441111 Contact No. 07109-263850/262737 And email id: [cgmktc@mahagenco.in](mailto:cgmktc@mahagenco.in); [ktcmahagenco@gmail.com](mailto:ktcmahagenco@gmail.com); (Note: Scan copy of application form on email-id and the "HARD COPY" of the application form is "COMPULSORY" on or before the due date.)

- Applications received (Hard Copies and Soft Copies) after due date of submission, /incomplete application will not be accepted and will be summarily rejected. They will not be considered for allotment of Roll Nos. This should be brought to the notice of all applicants and such applications should not be forwarded to this office.
- All departmental Heads are requested to bring this circular to the notice of employees working under their control.
- Accommodation facility will be provided, as per availability of rooms at KTC. The Applicant should confirm their accommodation with Exam Cell, Koradi Training Centre 15 Days before the schedule Exam Date.
- Cognizance Letter/Hall Ticket is COMPULSORY in the prescribed format only.
- The candidate must bring Hall Ticket, Letter of Cognizance (2 Copied-Original and Duplicate) at the time of Examination. Valid Identity Card of Company is compulsory for appearing the Examination in Examination Hall. The employee will not be permitted to enter the examination hall for appearing the examination, in absence of above documents.
- For any queries, it is requested to Contact Exam Cell, Koradi Training Centre, Contact No 07109- 263850/ 262167

This circular is available on Company's Website. Hence no hard copy is sent to any office.  
Encl: 1) Prescribed Application form.  
2) Prescribed form of Cognizance letter/hall Ticket.



(Vinod Bondre)  
Executive Director (HR)

Copy submitted with respect to :  
The Director (Operations) .Corporate Office, MSPGCL Mumbai  
----for kind information please.



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Application form for Departmental Examination Lower GAD (HR) Exam to eligible employees working in MSPGCL.

Name of Exam: \_\_\_\_\_ Exam No. \_\_\_\_\_ Date of Exam: \_\_\_/\_\_\_/\_\_\_

Note: (Application to be filled in by the candidate in his own handwriting)

**PART I: (To be filled in by Exam Cell)**

Sr. No.: \_\_\_\_\_

Roll No: \_\_\_\_\_

Affix recent passport size photograph with duly attested signature of controlling Officer with seal at Office  
(Do not Staple)

**PART: II**

1. Name in Full Surname/Shri/Smt. :- \_\_\_\_\_

First Name :- \_\_\_\_\_

Father's/Husband's Name :- \_\_\_\_\_

2. C.P.F. No :- \_\_\_\_\_

3. Mobile No :- \_\_\_\_\_

(All Communication will be done on this Mobile No)

4. E Mail :- \_\_\_\_\_

(All Communication will be done on this Mail ID)

5. Present Designation :- \_\_\_\_\_

6. Designation at the time of Joining :- \_\_\_\_\_

7. Date of Joining in MSPGCL :- \_\_\_\_\_

8. Date of Joining in the present Post :- \_\_\_\_\_

Cadre to which allotted (Accounts/GAD/Civil) :- \_\_\_\_\_

Present Place of Working :- \_\_\_\_\_

Educational Qualification :- \_\_\_\_\_

Employee Name & C.P.F. No:- \_\_\_\_\_

**PART III**

9. Attempt No (in case of second or more attempts) give details

Attempt No	Roll No	Examination No	Date of examination

**PART -IV**

Name & Address of Office

Outward no.GAD/EXAM/

DATE:

1. The details mentioned in the application by the above employee working in this office have been verified from his/her Service Book and are found to be correct.

Signature of Certifying/ Controlling Officer with  
Name of Office (Office Rubber Stamp)  
(To be signed not below the rank of Executive  
Engr. And Equivalent)

**Note:** Application by fax will not be entertained on any ground as the fax matter cannot be read after some time. All columns should be filled in, if the columns are not applicable it should be written "Not applicable". Incomplete application/Not submitted through Controlling Officers, are rejected/filed without any action and correspondence, please note. The Application should reach Koradi Training Centre in Hard Copies to Exam Cell Address and Soft Copies (on E mail : [kcmahagenco@gmail.com](mailto:kcmahagenco@gmail.com)) before the due date.



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Human Resource Department  
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**LETTER OF COGNIZANCE (Hall Ticket)**

This is to certify that the following employee is permitted to appear for the examination as mentioned below.

Roll No.:

Candidate should paste  
his recent Passport size  
photo with duly  
Attested Signature of  
Controlling Officer with  
seal of Office.  
  
(Stapling of photo is  
not allowed)

Name of Employee : \_\_\_\_\_

Designation : \_\_\_\_\_

C.P.F No. : \_\_\_\_\_

Mobile No. : 1) \_\_\_\_\_

Alternative No (If any) : 2) \_\_\_\_\_

Email ID : \_\_\_\_\_

Place of working : \_\_\_\_\_

(Name, Signature &  
Controlling Officer  
with Seal of Office)

Exam No. : \_\_\_\_\_

Examination Name : \_\_\_\_\_

Date of Examination : \_\_\_\_\_

(Signature of  
Candidate)

Centre of Examination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Note:** For Lower GAD(HR) Paper I prescribed books are allowed.

**The candidate should bring hall ticket in duplicate, one copy of the same must be handed over to the invigilator in the examination hall. Failure to do so will result in disqualification of the candidate.**

**Instructions of the Candidates:-**

1. All examinees must bring their "Letter of Cognizance" and valid "Identity Card" of company for appearing the examination in examination hall. The examinee will not be permitted to appear for examination, if above documents are not available with examinee.
2. After display of Roll NO list, no further Roll Nos will be allotted at the examination Centre.
3. LDC who have not completed 1 year service in existing post will not be allowed to appear for Examination at KTC as per C.S 3 dt 15-03-73 to GSO 110 dtd 25.01.1962
4. Accommodation arrangement will be done as per availabilities of rooms. The Applicant should confirm the accommodation facility before 15 days of exam with Exam Cell, KTC.
5. Candidates are advised to reach the examination Centre sufficiently early & occupy the allotted seat 30 minutes before the commencement of the examination.
6. No candidates will be allowed to enter the hall 30 minutes after the commencement of the examination.
7. Candidate will not be allowed to leave the examination hall during examination period.
8. Candidates are not allowed to bring any handwritten or printed material except Company's prescribed books & circulars.
9. Misconduct and malpractice in any form could lead to disqualification of the candidate.
10. Mobile phones are strictly not allowed in the examination hall, possession of mobile phone will lead to disqualification of candidate.
11. Candidate should not write any indicative marking on the answer book for example "Shri Ganeshai Namah", "Hari Om" etc., any sign i.e. \*, #, \$, etc. If the candidate is found doing such mischief will disqualify from the exam process & liable for disciplinary action.

